

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

June 6, 2025

ADDENDUM NO. 1

COMPREHENSIVE EMERGENCY MANAGEMENT AND DISASTER SERVICES, STATEWIDE, STATE OF HAWAII, DEPARTMENT OF DEFENSE, HAWAII EMERGENCY MANAGEMENT AGENCY, Job No. CA-202508-RFP

The items listed hereinafter are hereby made a part of the contract for the above-mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned. Receipt of this addendum is to be acknowledged on page 2 of the proposer's packet OF-1.

The following documents have been modified and/or added to the RFP packet of May 13, 2025 (Download version 1st ADDENDA):

- I. Table of Contents: adjusted the page number to match the correct page numbers.
- II. Section 3.08, Page 12: Corrected a,b,c,b,c to a,b,c,d,e.
- III. Section 4.3 Subfactor 1 -Total Price Evaluation: Corrected 20% to 10% and (20) points to (10) points.
- IV. Attachment 1, OF 1, page 1: Corrected project number in the title from RFP-CA-202002 to CA-202508-RFP. Page 2 added with receipt of addenda date.

Below are the answers to the questions submitted prior to the due date of May 13, 2025:

1. Given the potential devastating impact of multiple disasters or concurrent events, would the State consider allowing for multiple vendor awards to ensure adequate and diverse support across the full scope of services?
 - a. No, this is a single award to one contractor.
2. May the State provide answers to questions prior to June 6th?
 - a. Answers shall be provided on the scheduled date.
3. Section four of the RFP notes pricing is worth 10 out of 100 points (10%) but Section 4.3 notes pricing is 20 points (20%), will the Agency please confirm how many points pricing will be worth in the evaluation?
 - a. Confirming the 10% or 10 points for the Pricing section of the Evaluation.

4. Will the Agency please confirm if the resulting contract will be Time and Material, Firm Fixed Price, or on a Task Order basis with each Task Order being either Time and Material or Firm Fixed Price?
 - a. Confirming Firm Fixed Price contract. The State may use any or all cost realism techniques and procedures to determine whether the estimated proposed cost elements are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the unique methods of performance and materials described in the offeror's proposal.
5. Is there a specific format the Agency is expecting for the pricing submission (Labor Categories, Hourly Rates, Etc.)?
 - a. There is no specific format for the pricing submission.
6. What is the current full-time staffing provided under the incumbent contract?
 - a. Number of positions required may be different with each disaster. HIEMA requires POC available on Island.
7. What is the anticipated FTE requirement under the proposed contract?
 - a. Number of positions required may be different with each disaster. HIEMA would require one (1) available point of contact on island.
8. Do all staff proposed need to meet the requirements of the Program Specialist VI position or is HIEMA also seeking lower-level staff augmentation through this solicitation?
 - a. HIEMA requires staff proposed to have experience/capability of the Program Specialist VI position. Exceptions shall be reviewed by the Administration and/or project managers.
9. HIEMA references a pricing form; however, elsewhere in the proposal OF-2 is the customer client reference form. Understanding that OF-2 is the client reference form, can HIEMA please provide the referenced pricing form?
 - a. Please disregard and attach a separate price proposal with your bid package.
10. Can HIEMA clarify if subsection "b. Copy of Corporate Resolution or equal" should be subsection "d" and if subsection "c. Hawaii Compliance Express certificate" should be subsection "e"?
 - a. Please include a copy of your Corporate Resolution or equal and the Hawaii Compliance Express certificate in your bid package.
11. Is the one-page cover letter, intended to be the same document as the transmittal letter required in section 3.08 item #1 and also #9, item a. or is it in addition to?
 - a. Provide both cover letter and transmittal in your bid package. It is not intended to be the same document.
12. Should the "tabbed sections" follow the evaluation criteria listed in Section Four on page 17 in the Evaluation Criteria Section (Criteria 1: Project Proposal, Criteria 2: Past Performance, Criteria 3: Price) or should it follow the order of information listed in Section 3.08, item #9 on page 12?

- a. Please follow the guidance provided in Section 3.08.
13. Can HIEMA clarify which order should be followed and/or if HIEMA would like the requested information to be placed in more than one section of the proposal?
 - a. Follow the guidance provided in Section 3.08.
 14. Is the formula provided in the example, which lists 30 points for price, for illustrative purposes only and the actual points used for the cost points conversion will be 10 points?
 - a. The pricing section of the evaluation criteria is only worth 10 total points.
 15. The price adjustment provisions seem to reflect allowances limited to higher costs of materials and transport. Will the State also consider price adjustments for cost increases necessitated by additional staffing due to new disaster declarations and/or increased activities under existing disasters?
 - a. It would depend on the disaster.
 16. In light of this administration's efforts to direct FEMA's administrative responsibilities to states as well as the increasing frequency and severity of natural disasters in Hawaii, as evidenced by recent events such as the 2023 Maui wildfires, we respectfully request clarification on whether the State of Hawaii intends to select a single contractor or multiple contractors for RFP CA-202508. Given the expansive scope of the RFP and the current trends in emergency management, selecting multiple contractors would ensure that the State of Hawaii and its residents are afforded the appropriate level of resources and technical expertise to enhance HIEMA's capacity to deliver a high degree of comprehensive emergency management services and ensure robust support across the state's diverse counties. Could you please confirm the State's intent regarding the number of firms to be awarded this contract and whether a multi-contractor strategy is under consideration to meet these critical needs?
 - a. This is a single contractor award.
 17. Please confirm if "disaster debris removal" refers to debris removal and/or debris management of vendors.
 - a. Contractor required to do both.
 18. The State says "HIEMA is seeking personnel equivalent to the State of Hawaii Program Specialist VI Skill Level for staff augmentation." Please define education and experience required for State of Hawaii Program Specialist VI Skill Level. Will the state consider years of experience in lieu of the a potential education requirement?
 - a. Exceptions may be made by the Administrator and/or Project managers upon review of qualifications.
 19. Number 7 in section 2.04 entitled "Contractor Requirements" states that "Contractor to provide qualifications of key personnel who will be working on this project per guidelines outlined in the Proposal Form." however a "proposal form" has not been included in solicitation packet. Can HIEMA please provide the "proposal form"?

- a. Provide your Proposal separately, there is no offer form included.
20. Please confirm electronic signatures are accepted on the Offer OF-2 form. Given that the proposal requires a hardcopy submission and our clients are located across the country, obtaining original signatures presents logistical challenges for all offerors.
 - a. Electronically signed documents are acceptable.
21. In 3.08 Required Proposal Contents, the State says "A transmittal letter with a statement that the Offeror agrees with and accepts the requirements provisions, terms, and conditions specified in this RFP." In 3.11 General Instructions, the State says "A one-page cover letter must accompany each proposal." Please confirm the transmittal letter and the cover letter are the same document. If so, please clarify what language Offeror should use.
 - a. Please provide both in your bid package. It is not intended to be the same document.
22. The third bullet in Section 3.07 references Offer Form OF-2 as the location for pricing, stating that prices shall be all-inclusive. However, OF-2 contains only client reference information, as cited in Sections 4.2 and 6.09. Can HIEMA confirm if a separate pricing form is intended? Additionally, to support consistent evaluation, can HIEMA provide a pricing template aligned with the requirement to guarantee prices for the initial 12-month period?
 - a. Please provide a separate pricing proposal.
23. The State says "Listing of key personnel and associated resumes for those who will be dedicated to this contract." Please confirm Offerors can attach resumes in an appendix.
 - a. Confirming that attaching resumes in an appendix is acceptable.
24. Subsection vi under section 3.08 "Required Proposal Contents" requires offerors to provide "samples of projects like those described in this RFP". Please confirm that this requirement refers to project descriptions and not project samples? Please confirm all required proposal contents in section 9.of 3.08 (please note, provided the outline recommended in question 11 is acceptable, we would nest this updated outline under "Experience and Capabilities".)
 - a. Project Samples are required with your proposal.
25. The State says "Exceptions: if any additional information is required by the State regarding any aspects of the Offeror's proposal, it shall be provided within four (4) business days." Please clarify that this section is meant to be a standalone section in response to section 3.02 "Submission of the Proposal" which states "Any exceptions taken to the terms, conditions, specifications, or other requirements listed herein, must be listed in the Exceptions section of the Offeror's proposal"
 - a. Yes, it is a standalone section.
26. The State says "Offers shall be received at the Department of Defense, Engineering Office, located in Building 306-A, Room 228, 3949 Diamond Head

Road, Honolulu, HI 96816-4495, no later than the date and time stated in section 1.04, Significant Dates as amended." Please confirm the number of printed copies and number of USB drives needed.

- a. Hard copies of the proposal are acceptable. Please provide at least one for your submission. Follow instructions for submission of proposal packet.
27. We were unable to reconcile whether proposers should follow the outline in Section 3.08 or the evaluation criteria referenced in Section 3.11, bullet 8. Additionally, there appears to be some duplication between the two. To support consistency and ease of evaluation, we propose the following order for submission in place of the outlines in Sections 3.08 and 3.11, bullet 8:
- Transmittal Letter
 - Offer Form
 - Experience & Capabilities
 - Proposed Overall Strategy
 - Other Pertinent Information
 - Exceptions
 - Corporate Resolution (or equivalent)
 - Hawaii Compliance Express Certificate
- Please confirm if this structure is acceptable or if you would prefer a different order.
- a. Follow the guidance provided in section 3.08. Please do not forget to include your Cover letter and SAM.gov registration.
28. In 3.10 PROPOSAL, STRATEGY AND PROJECTED TIMETABLE, the State says "Each Proposal must be labeled and organized in a manner that is congruent with the requirements and terminology used in this RFP and must include a point-by-point response, structured in form and reference to the RFP, addressing all requirements and the Statement of work elements." Please define "point-by-point" response.
- a. HIEMA would like to see detailed information as referenced in Section 3.08.
29. Number 3 under section 3.11 "General Instructions" states that offers are to provide a one-page cover letter with each proposal. Will HIEMA consider allowing offerors to provide a cover letter that does not exceed two pages to allow offerors to summarize their proposal response and experience?
- a. Keep your cover letter to one page.
30. Will HIEMA consider allowing the inclusion of 11x17 pages for tables and graphics as well as allowing font sizes smaller than 12 for tables and graphics?
- a. Follow Section 3.11 letter G to stay within the acceptable proposal format.
31. Please clarify the difference between "reference" and "client listings."

- a. The reference form is to be filled out by the client. Your provided client listing is developed by the contractor.
32. Please confirm Sub-factor 3: Training refers to the Offeror's capability to train the Offeror's staff and not the Offeror providing training to the State. If no, please clarify.
 - a. Yes.
33. Please confirm configuration management refers to proposer's ability to configure software and technology solutions.
 - a. No "configuration management" was mentioned in this RFP.
34. Please define "transition(s) management".
 - a. N/A
35. Can offerors provide the various information contained in section 4.2 "Past Performance Submittal" in the "Experience and Capabilities" section to avoid potential duplication?
 - a. Yes.
36. The RFP states "The Offeror's price proposal is worth 20% of the total points, which is twenty (20) points. Offerors shall enter the total sum price for the five (5) year(s) services as the Unit Price in US Dollars and Cents when submitting their offer." But in the Evaluation Criteria it states that Evaluation Criteria 3: Price is worth 10 points. Can HIEMA give some clarification on how much pricing is worth when evaluating bid proposals?
 - a. The Pricing section of the Evaluation Criteria is worth a total of 10 points.
37. If vendors must include travel in their rates, they are likely to build fees to offset the risk of underestimating travel needs. Billing travel separately gives HIEMA greater control over who is onsite and when, improves cost transparency, and allows for more accurate comparisons across vendor rates. Please confirm that travel can be billed and priced separately for the duration of the contract.
 - a. All-inclusive invoices are acceptable. Clarification may be requested if invoice information is insufficient.
38. Please confirm that proposers should submit applicable positions and corresponding rates, and that pricing for event-driven scopes will be determined at the time a task order is issued by HIEMA, based on the specific variables of each event.
 - a. Yes.
39. Please confirm client references should send OF-2 back to the Offeror to be incorporated into the proposal and not to a designated HIEMA point of contact.
 - a. Yes, your client references shall be sent to you. Once your proposal package is complete, you can submit that with your OF-2 included for evaluation.

40. Is the Wage Certification (Exhibit B) required in the proposal submission, and if so, where should it be placed in the tabbing structure?
 - a. If sending Wage Certification, please attach after listing of Key Personnel.

41. Please confirm if more than five references are acceptable in the Offer Form OF-2.
 - a. Keep your submission to five (5) references.

Stephen F. Logan
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Adjutant General

Posted: June 6, 2025